

TITLE, SERIES, GRADE: Office Support Specialist, GS-301-09

SALARY RANGE: (GS-9): GS-09: \$46,041 - \$59,852 per annum

PROMOTION POTENTIAL: GS-09

JOB ANNOUNCEMENT NUMBER: 07-CRM-KS-061

WHO MAY BE CONSIDERED: Government-wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area.

OPEN: August 3, 2007

CLOSE: August 17, 2007

POSITION INFORMATION: Full-Time Permanent

DUTY LOCATION: 1 vacancy - Washington, DC, Department of Justice, Criminal Division, National Gang Targeting, Enforcement & Coordination Center (Gang-TECC)

JOB SUMMARY:

We are looking for a take-charge Office Support Specialist who will build from the ground up an effective administrative support program for the National Gang Targeting, Enforcement & Coordination Center (Gang-TECC), a newly established multi-agency initiative that serves as a critical catalyst in a unified federal effort to combat violent gangs.

MAJOR DUTIES:

The incumbent operates under the general supervision of the Center Director with a very wide degree of independence in developing administrative mechanisms which facilitate the planning and execution of the investigative and information sharing activities and operations of the National Gang Targeting, Enforcement & Coordination Center (Gang-TECC). As the Gang-TECC Office Support Specialist, the incumbent:

- Coordinates the administrative services and activities (facilities, space, procurement, human resources, etc) of the Center.
- Develops standard office procedures, designed to facilitate the work flow of the office.
- Represents the office in administrative matters which his/her purview requiring contact with other components of the Division, Department and other agencies or the public.
- Makes travel arrangements, secures accommodations and completes all related paperwork.
- Maintains control over the GangTECC Director's calendar for all appointments, meetings, engagements, and conferences with complete authority for commitments of time. Also, creates and maintains current a calendar of events and activities of individuals assigned to the Center.
- Makes necessary arrangements for conferences including space, time, persons to attend, etc., and assembles background material to be utilized in discussion. Notifies all concerned as to place, time, and topic, making certain that such meetings do not conflict with planned work schedule of supervisor.
- Screens telephone calls and visitors thoroughly and with diplomacy. Exercises independent judgement and discretion to determine the nature, purpose, and urgency of the matter.
- Carries out a variety of administrative assignments for the Center and in particular the supervisor, including compiling information from a variety of sources, providing information and general advice on administrative procedures to staff members, communicating action items to immediate staff members, and assisting in organizing and coordinating regular and special assignments.
- Assists the Director and Center staff with projects, meetings, special events and production of program publications. Coordinates production of materials for meetings, reports, projects, briefing books and mailings.
- Reviews, screens and controls office correspondence: coordinates correspondence requests and information related to Center activities: tracks mail, handles acknowledgments and responds to requests; proofreads documents; and coordinates internal and outgoing mail, filing, copying and faxing.
- Establishes and maintains files and tracking systems and performs other duties as assigned.

QUALIFICATIONS REQUIRED: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook, education may be substituted for specialized experience.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

HOW YOU WILL BE EVALUATED: Eligible candidates will be evaluated against the following Quality Ranking Factors. Please include with your application a narrative statement describing possession of each ranking factor (failure to do so may result in a lower score).

QUALITY RANKING FACTORS:

- 1) Practical knowledge of procedures for obtaining administrative support services in such areas as facilities, space, procurement, information technology and/or human resources.
- 2) Experience developing, evaluating, or improving the effectiveness of work procedures, filing systems and other administrative functions of an organization.
- 3) Ability to use computer software programs to produce written materials and track work products and activities.
- 4) Ability to communicate in writing including controlling, reviewing and editing correspondence for proper format, and grammatical accuracy.
- 5) Ability to communicate in person with a wide variety of audiences
- 6) Ability to make arrangements for travel, conferences, meetings, etc.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

BENEFITS:

Our employees enjoy all of the rewards of working for our country as well as excellent and stable benefits. These include:

- Annual leave (Vacation and personal days)
 - 13 days a year for the first 3 years of Government service
 - 20 days a year for 3-15 years of service
 - 26 days a year after 15 years
- Sick leave - 13 days per year which can be carried over from year to year indefinitely
- Federal Employees Retirement System
- Thrift Savings Plan - tax-deferred savings with a matching Government contribution of up to 5 percent
- Group life insurance
- Group health insurance, including dental and vision options
- Long-term care insurance(optional)
- Transit Subsidy for public transportation
- Family Medical leave
- A robust Worklife Program that includes access to day care/child development center ("Just Us Kids"), dependent care counseling, and referral services
- Justice Occupational Health Organization, a state-of-the-art sports and gym facility at a fraction of the cost of comparable private facilities
- Justice Federal Credit Union, a full service financial institution
- Employee Assistance Program for counseling and referral services
- Health units, which offer free health awareness/screening programs, emergency response/walk-in care and first aid.

For an overview of the benefits currently offered to Federal employees please visit:
<http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

Relocation expenses are not authorized.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment, a fillable version of which can be found at: http://opm.gov/forms/pdf_fill/of612.pdf
- (2) a resume – please note that there are minimum requirements for resume content which are detailed below described and described in OPM Pamphlet OF-510, Applying for a Federal Job (copy of which is available at: <http://opm.gov/forms/pdfimage/of0510.pdf>); or
- (3) Standard Form 171, Application for Federal Employment.

In addition, the following items are required

- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

Required Information on Resume

JOB INFORMATION

- ☐ Announcement number, title and grade(s) of the job for which you are applying;

PERSONAL INFORMATION

- ☐ Full name, mailing address (with ZIP code), day and evening phone numbers (with area code)
- ☐ Social Security Number
- ☐ Country of Citizenship (Most Federal jobs require United States citizenship)
- ☐ Veterans' preference
- ☐ Reinstatement Eligibility (if requested, attach SF-50 proof of your career or career-conditional status)
- ☐ Highest Federal civilian grade held (including job series and dates held).

EDUCATION

- ☐ High School
Name, city, and state (ZIP Code)
Date of diploma or GED
- ☐ Colleges and universities
Name city and state (ZIP Code)
Majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

- ☐ Provide the following information for your paid and nonpaid work experience related to the job for which you are applying. (Do not send job descriptions):
Job title (include series and grade if Federal job)
Duties and accomplishments

Employer's name and address and Supervisor's name and phone number

Starting and ending dates (month and year)

Hours worked per week and Salary

- ☐ If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).
- ☐ Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related training courses (title and year)
- ☐ Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- ☐ Job-related certificates and licenses (current only).
- ☐ Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested.).

Preference is to receive an application via e-mail at CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

OTHER INFORMATION:

Relocation expenses are not authorized.

Applications that are e-mailed and/or faxed must be received by midnight of the closing date.

Mailed applications must be received by the closing date of this announcement.

Applications mailed using government postage will not be considered. This includes those sent through the internal mail.

If substituting education for specialized experience, transcripts must be submitted.

This is a permanent full-time position.

Time-in-grade requirements must be met by the closing date of this announcement.

All qualifications must be met by the closing date of this announcement.

If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

Failure to submit the requested information may result in a lower rating in the evaluation process.

It is the policy of the Department of Justice to achieve a drug-free workplace, and the person selected will be required to pass a drug test to screen for illegal drug use.

Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for accommodation will be made on a case-by-case basis.

CONTACT INFORMATION

POINT OF CONTACT: Kim Smith

Pone: (202) 514-8998

Fax: (202) 353-0775.

TDD: 202-305-2918

Email: CRMINAL.CRMJOBS@USDOJ.GOV

Or Write:

Department of Justice

McPherson Square, P.O. Box 27599

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